



KDRS SYSTEM TRAINING FALL 2016

Free training is again being offered for those interested in learning more about the Setoff Program and Setoff's web-based system, KDRS. Training will be very similar to last year.

Each session is three (3) hours in length. Except for Wichita, sessions will begin at 9:00 A.M. **Wichita begins at 10:30 A.M.** A cafeteria and/or vending machines are available at all sites.

All locations will have Wi-Fi available. Training session dates, times, and locations are listed below.

To register for training, click on the appropriate link below.

If you register and must cancel, please notify KSSetoff@ks.gov so we can remove your registration.

Introductory training will include the basic concepts of the Setoff Program and how to get started using the Setoff Program. This information is also available on Setoff's website at <http://admin.ks.gov/offices/chief-financial-officer/setoff-program>.

Additional training will include web-browser functions, user manual, search screens, agency information, general awareness of the different links within the records, tax match process, and more.

We want to answer your questions. It is best to have a specific situation in mind in order to get the best answer. In some cases, that will require the debtor's SSN. Due to confidentiality, we may need to address some of your questions privately.

Seating is limited. When classes are full, they will be removed from the registration site. Please contact KSSetoff@ks.gov if you are having trouble getting registered.

DATES, TIMES, AND LOCATIONS

Sept 8 – Wichita **10:30 A.M. –1:30 P.M.**

Lionel D. Alford Branch Library
3447 S Meridian

[Click here to register for training in Wichita Sept 8](#)

[Wichita Lionel D. Alford Branch Library](#)

Parking: In front of building
Wi-Fi: Available

(***Note time change for this session***)

DATES, TIMES, AND LOCATIONS (cont.)

Sept 13 – Salina 9:00 A.M. – Noon
Highway Patrol Training Academy
2025 E Iron
Troop J Administration Building
Class room 37

[Click here to register for training in Salina Sept 13](#)

[Highway Patrol Training Facility](#)
[Campus Map Highway Patrol Training Academy](#)

Parking: If you need handicap parking***, please select handicap parking when registering*** or send email to KSSetoff@ks.gov . Parking is provided in the large parking lot next to Iron Avenue and down the hill from Building J. Building J is in back (west) of the country club and has a circle drive in front of the entrance. On Google Maps, this is the bright white building southwest of light blue country club pool. From the parking lot, walk up the hill past the first building and then to building J. The reception desk is at the front door (in front of circle drive). You must sign in and out at the reception desk.

Wi-Fi: Available

Sept 27 – Topeka 9:00 A.M. - Noon
Eisenhower State Office Building (ESOB)
700 SW Harrison
4th Floor, Auditorium B

[Click here to register for training in Topeka Sept 27](#)

[Eisenhower Building](#)

Entrance to the Building is off of 7th Street

Parking: 4 hour Visitor parking across the street from Entrance. Metered parking and parking garages on Jackson Street and 8th Street.

Security Desk: Visitors are required to sign in for a visitor's badge at the Security Desk in the ESOB lobby. State employees can use State employee badge to enter the building.

Wi-Fi: Available

Oct 5 – Kansas City, KS 9:00 A.M. – Noon
Wyandotte Co Health Dept.
619 Ann Avenue
Auditorium 3rd Floor

[Click here to register for training in Kansas City Oct 5](#)

[Wyandotte Co Health Dept](#)

Parking: Parking behind building and east side of building. Parking entrances are on Barnett and Ann. Avenue. Parking is \$1.00 per hour.

Wi-Fi: Available

DATES, TIMES, AND LOCATIONS (cont.)

Oct 25 – Emporia 9:00 A.M. – Noon

Flint Hills Technical College

3301 West 18th Avenue

Main Building Conference Room C

[Click here to register for training in Emporia Oct 25](#)

[Flint Hills Technical College](#)

Parking: Gravel lot. Southeast corner behind building.

Wi-Fi: Available

Nov 10 – Iola 9:00 A.M. – Noon

Allen County Community College

1801 N Cottonwood

A-27 Main Building

[Click here to register for training in Iola Nov 10](#)

[Allen County Community College](#)

Parking: Around the Main Building

Wi-Fi: Available

Nov 28 – Dodge City 9:00 A.M. – Noon

Dodge City Community College

2501 N. 14th Ave

Board Room Student Union

[Click here to register for training in Dodge City Nov 28](#)

[Dodge City Community College](#)

[Campus Map Dodge City Community College](#)

Parking: Off of N. 14th Ave.

Wi-Fi: Available

Nov 29 – Hays 9:00 A.M – Noon

Ft Hays State University

600 Park Street

Memorial Union 700 College Drive

Trails Room Rm 217

[Click here to register for training in Hays Nov 29](#)

[Ft Hays St University](#)

[Campus Map Ft Hays St University #305 Q9](#)

Parking: In lots A-1 or A-2, directly across from the Union.

Wi-Fi: Available